

RENEWAL PERMIT APPLICATION GUIDANCE

JUNE 17, 2003

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
P.O. BOX 7921
MADISON, WI 53707**

Renewal of an operation permit is required pursuant to s. 285.66(3), Wis. Stats. Please note that Section NR 407.05, Wis. Adm. Code, requires the permittee to submit two copies of all forms and other materials required by the application. A renewal application will be incomplete if only one copy is submitted. The permittee should also keep a third copy for their records.

The permittee may submit a streamlined application for renewal. A streamlined application refers to the previously submitted application and contains information that reflects changes at the facility since the original application. Alternatively, the permittee may submit a completely new application. When completing application forms, the permittee should review their current permit, any revisions to their current permit, any changes made to the facility and any construction permits or construction permit exemptions issued to the permittee since the issuance of their operation permit.

Section NR 407.04(2), Wis. Adm. Code, requires the permittee to submit an application for permit renewal to the Department at least 12 months, but no more than 18 months before the operation permit expires. If the permittee submits a complete operation permit renewal application by the due date, the permittee will obtain an application shield. If the permittee failed to meet the due date or if the permittee anticipates that they cannot meet the due date, the permittee should contact their Department service center and discuss options.

To submit a streamlined application, use the following procedures. To submit a completely new application, review and complete as applicable all of the application forms 4530-100 through 4530-136.

Streamlined application procedures:

- Submit forms 4530-100 through 4530-102B and 4530-134 and Appendices M and N of the WISCONSIN AIR POLLUTION OPERATION PERMIT APPLICATION INSTRUCTION BOOKLET FOR INITIAL OR RENEWAL APPLICATIONS (Publication AM-300-99).
~~Operation permit application instruction book—original and renewal applications.~~
- Please note, form 4530-130 is also included as a reminder to Part 70 sources of some important items they may need to include with their renewal application.
- For changes at your facility, also include appropriate forms from application forms 4530-103 through 4530-136 as needed to describe the change.

If you have any questions while completing the operation permit renewal application please contact your compliance inspector or a permit writer at your local Service Center Office.